



Kansas Department of Agriculture
Division of Animal Health
Animal Facilities Inspection Program

109 SW 9th Street, 3rd Floor
Topeka, KS 66612-1283
Phone: (785) 296-2142
Fax: (785) 296-0673

Application Instructions
License dated through June 30th

Failure to fully complete the application may result in your license being denied.
If your license is denied, you will have to reapply and provide a new license fee payment.

County: Please list the county in which your facility is located.

Facility/Premise Name: list your complete kennel name, if applicable

Is this A Corp or LLC?: is your facility registered with the Secretary of State's office to do business in Kansas as a corporation, limited liability company, etc.;

Owner/Operator: name of the responsible party for the facility. (must be 18 years or older)

Designated agent: an individual (must be 18 years or older) that you will allow to show the kennel in your absence. If you are not regularly available, you must appoint a designated agent, K.A.R. 9-18-2.

Mailing address: address at which you receive mail.

Premise address: the address of the facility (P.O. Box NOT acceptable), if no address, please list the legal description, (Township, Range, Section).

Phone where you may be contacted: list the most available phone number for your facility.

MUST BE COMPLETED

Usual hours between 7am-7pm, M-F: state the hours that you are usually at your premise.

If you are **not regularly available for inspections**, you must designate a person that can be available to show your premise. K.A.R. 9-18-2.

Directions: give clear and accurate directions to the facility from the city nearest to you.

USDA license: please list the USDA license number, the date the USDA license became effective and the expiration date.

Change Name, Address, or Move: If you **change** your name or address during the licensing year, contact our office within 10 days of your move. If you **move** during the license year, you must reapply for a license for your new premise. You will be considered a new facility. The fee may be pro-rated.

Closing or Not Renewing: If you decide to **close or are not renewing your license**, please notify the department in writing or by filling out the back side of this form and mailing to the above address. Make sure to record all sales, including breeding stock.

Veterinary Care Program must be on file in the Topeka Office. **All applicants are required** to have Veterinary Care Program as stated in the Kansas Pet Animal Act Booklet.

USDA licensed Animal Breeders & Distributors are not required to submit a Veterinary Care Program.

NOTE: Licenses are for the premise, not the person. Your license does not allow you to sell animals from an unlicensed premise.

CURRENT USDA LICENSE:

If you are USDA licensed, include a current copy of the USDA license with your application.

APPLYING FOR USDA LICENSE:

We will not accept USDA "applied" or "pending" for a license application.

If you produce for sale, sold, offered, or maintained for sale, 3 litters of puppies, kittens, or both OR you have 20 or more dogs and cats, or both on your property, you must license with the State NOW. Do not wait for your USDA license.

Please remember to:

SIGN & DATE THE APPLICATION & ENCLOSE THE APPLICATION FEE

(all RENEWAL applications not postmarked by August 14 will be assessed an additional \$70.00 late fee).